

PART 2045 - GENERAL

SUBPART Z - ACTION PLANS FOR PROGRESS IN EQUAL EMPLOYMENT OPPORTUNITY (EEO)

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PART 2045 - GENERAL

SUBPART Z - ACTION PLANS FOR PROGRESS IN EQUAL EMPLOYMENT  
OPPORTUNITY (EEO)

2045.1251 General.

It is the policy of the Federal Government, including the U.S. Department of Agriculture (USDA) and Farmers Home Administration (FmHA), to provide equal opportunity in Federal employment for all persons; to prohibit discrimination in employment because of race, color, religion, sex, national origin, age, or handicap, and to promote Equal Employment Opportunity (EEO) through a positive continuing program in each Department and Agency as it applies to every aspect of Federal employment policy and practice.

2045.1252 Purpose.

This Instruction provides guidance for the development, implementation and submission of Multi-Year Affirmative Employment Program (AEP) Plans, Annual AEP Accomplishment Reports and Updates, Federal Equal Opportunity Recruitment Program (FEORP) Plans and Semi-Annual FEORP Plan Accomplishment Reports as required by the U.S. Office of Personnel Management (OPM), the U.S. Equal Employment Opportunity Commission (EEOC), and the USDA. The plans and programs required under this Instruction are designated "AEP" and "FEORP."

2045.1253 Designations of responsibility.

(a) Director of EEO. The Secretary of Agriculture has designated the Assistant Secretary for Administration, USDA, Washington, D.C. 20250, as Director of EEO, with authorization to carry out effectively the responsibilities of Section 717 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e-16, Reorganization Plan No. 1 of 1978 issued pursuant to 5 U.S.C. 901 et. seq.; 29 C.F.R. 1613 and 5 U.S.C. 7201.

(b) Equal Employment Opportunity Officer (EEEO). The Head of each Agency is designated as EEEO with the responsibility of effectively administering the EEO Program, which includes affirmative action, equal opportunity in recruitment, the Federal Women's Program (FWP), the Hispanic Employment Program (HEP), the EEO Counseling Program, and the Complaints of Discrimination Program. The Administrator, FmHA, USDA, 14th and Independence Avenue, S.W., Washington, D.C. 20250, serves in this capacity for FmHA.

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GENERAL)

(c) Associate and Deputy Equal Employment Opportunity Officer(AEEOO/DEEOO) . The following officials are hereby designated as AEEOO and DEEOOs in FmHA:

(1) The Associate Administrator, FmHA, as AEEOO, will assist the Administrator in carrying out EEOO functions throughout FmHA.

(2) The Deputy Administrator for Management and the Deputy Administrator for Program Operations, as DEEOOs, will assist the Administrator in carrying out EEOO functions throughout FmHA.

(3) The Assistant Administrator, Finance Office, St. Louis, Missouri and the State Director of each State, are DEEOOs and will assist the Administrator in carrying out EEOO functions within their assigned area(s).

(4) Responsibility for implementation of the EEO Program rests solely with DEEOOs within their assigned area(s). DEEOOs are responsible for evaluating the performance of the EEO duties of their employees and for assuring that these employees receive appropriate support; e.g., training, etc., for effective performance of the duties of their official EEO assignment.

(d) Director, Equal Opportunity Staff (EOS) . The Director, EOS, serves on the Administrator's staff and is responsible for developing and implementing FmHA policies and practices, administering activities under the EEO Program and represents the Administrator on all aspects of the EEO Program by providing leadership and direct assistance to FmHA officials. Further, the Director, EOS is charged with over-seeing the planning and implementation of a positive program designed to assure equal opportunities in all organizations of the Agency.

(e) EEO Coordinator . The EEO Coordinator serves on the Administrator's staff and is responsible for planning, coordinating and directing the Agency's overall Nationwide EEO Program, assuring compliance with established policies, regulations and laws. Further, the EEO Coordinator maintains a close working relationship with officials of FmHA, the Department's Office of Equal Opportunity, Office of Personnel, Office of Inspector General, the General Counsel's Office, and Human Resources, FmHA.

§2045.1253 (Cont.)

(f) National Federal Women's Program Manager (FWPM) . This position is located on the EOS of FmHA. The National FWPM is responsible for planning and directing the Agency's FWP and advising top management officials on the special concerns of women employees and applicants, including identifying barriers to EEO, to assure that women participate equally in Agency programs. In addition, the National FWPM provides leadership for field FWPMs setting program goals, planning the short and long-range program objectives and guidelines commensurate with this Instruction.

(g) National Hispanic Employment Program Manager (HEPM) . This position is located on the EEO Staff of FmHA. The National HEPM is responsible for planning and directing the Agency's HEP, and serves as principle resource person and staff advisor on unique concerns and problems related to EEO for Hispanic employees and applicants. Additionally, commensurate with EEO policy and program goals and objectives set forth in this Instruction, the National HEPM provides leadership continuity, advice and guidance for field HEPMs and recommends changes to remove barriers against Hispanic employees and applicants.

2045.1254 Definitions .

Affirmative Action . Those results oriented management actions which an agency voluntarily takes to ensure EEO. Where appropriate, it may include goals and timetables to correct manifest imbalance and conspicuous absence of minorities and women in the work force.

Affirmative Employment Program (AEP) . A system of continuous positive management actions designed to remedy the effects of past discrimination based on race, color, religion, sex, national origin, age or physical or mental handicap. A program of positive action in personnel administration and management matters, including recruiting, hiring, training, career development and progression, designed to remedy the historically disparate treatment and underrepresentation and/or underutilization of women and minorities through the removal of barriers and implementation of corrective measures.

Affirmative Employment Program Plan (AEPP) . A formal written plan of management objectives designed to improve the participation of minorities and women in all categories of employment. The Plan includes goals and timetables designed to improve the representation of women and minorities in specific occupations or grade levels. It is an interim management tool for correcting imbalances in the work force which ensures equal employment opportunity within the parameters of merit principles.

Civil Labor Force (CLF) . All persons 16 years of age and over, except those in the armed forces, who are employed or who are unemployed and seeking work. The source of the CLF data for the purpose of AEP and FEORP planning is the EEOC.

Conspicuous Absence . A situation in which the representation on of EEO groups in a specific occupational category or grade level is nearly or totally nonexistent in the work force.

EEO Group . Those EEO groups classified as "minority" for the purpose of data collection by the OPM and the EEOC, i.e., Black, not of Hispanic origin; Hispanic; Asian or Pacific Islander, and American Indian or Alaskan Native. The term "women" includes nonminority as well as minority.

Federal Equal Opportunity Recruitment Program (FEORP) . A program for agencies to determine if minorities and women are underrepresented and/or under-utilized in the agency work force. Where manifest imbalance and conspicuous absence exist, the implementation of a formal recruitment plan is required with specific objectives to ensure increased availability of women and minorities.

Goals and Timetables . A "goal" is a realistic management objective which an employer endeavors to achieve on a timely basis within the context of a system of employment based on merit. A goal is a flexible, numerical target that is remedial in nature. It is a useful management tool and is appropriate for use when the setting of employment goals will contribute to the resolution of EEO deficiencies or the attainment of a work force which represents the overall labor force.

Manifest Imbalance . A situation in which the representation of EEO groups in a specific occupational category or grade level in the work force is below its representation in the appropriate Civilian Labor Force (CLF).

§2045.1254 (Cont.)

Office. An office is an operating unit of an agency which, because of its unique organizational structure, is treated as a separate entity for the purpose of determining manifest imbalance and conspicuous absence and for preparing AEP and FEORP Plans. In the FmHA, offices are the States, Finance Office and National Office.

PATCO.

Professional occupations are those that require knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field, as distinguished from general education. These occupations follow a two-grade interval pattern in the GS and equivalent grades from GS-5 to GS-11 and one-grade interval from GS-12 to GM-15.

Administrative occupations are those that involve the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge of principles, concepts and practices applicable to one or more fields of administration or management. These positions do not require specialized educational majors and typically follow a two-grade interval pattern from GS-5 to GS-11 and one-grade interval from GS-12 to GM-15.

Technical occupations are those that involve work, typically associated with and supportive of a professional or administrative field, which is non-routine in nature and which involves extensive practical knowledge, gained through on-the-job experience and/or specific training less than that represented by college graduation. These jobs typically follow a one-grade interval pattern.

Clerical occupations are those that involve structured work in support of office, business or fiscal operations performed in accordance with established policies, procedures or techniques and requiring training, experience or working knowledge related to the tasks to be performed. These jobs typically follow a one-grade interval pattern.

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§2045.1254 (Cont.)

Other occupations are those that cannot be related to the above categories. Predominant occupations in this category in FmHA are Student-Trainee and Cooperative Education jobs.

Fiscal Year. Reporting period from October 1 of one year to September 30 of the following year.

2045.1255 Availability of regulations .

This Instruction and Exhibits A, B, C, and D are available for inspection in any FmHA office. Copies of this Instruction and all Exhibits will be given to any employee or applicant for employment on request.

2045.1256 - 2045.1300 [Reserved]

Attachments: Exhibits A, B, C, and D

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Affirmative Employment Program (AEP) Plan

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Attachment 1 - EEOC Management Directive 714, Multi-Year  
Affirmative Employment Program Plan



Affirmative Employment Program (AEP) Plan

A. Purpose and scope . The purpose of this Exhibit is to set forth policy and procedures for affirmative action planning in the agency, and provide guidelines and instructions to field managers (State Directors; Assistant Administrator, Finance Office and other employees with supervisory and/or managerial responsibilities) with regard to affirmative action planning. Implementation of an effective Affirmative Employment Program (AEP) Plan is the responsibility of top management officials and extends to those mid-level managers and supervisors agencywide who are directly involved in hiring, training, promoting and evaluating the performance of RECD employees. The AEP Plan is a living document. Plan objectives are to be considered by managers when making all employment and management decisions.

B. Legal authority .

(1) Executive Order 11748 and Title VII. Requirements for Federal Agency AEPs were first established by Executive Order 11478 in 1969. In the 1972 amendments of Title VII of the Civil Rights Act of 1964 (Section 717, 42 USC 2000-e 16), Congress required agencies to maintain affirmative action programs to ensure enforcement of Federal Equal Employment Opportunity (EEO) policy; to apply the same legal standards of prohibited discrimination established for private employers to the Federal Government; and to eliminate discrimination that Congress found existed throughout the Federal employment system. Discrimination was evidenced by (a) serious underrepresentation and exclusion of minorities and women in specific areas, agencies, regions and grade levels; and (b) systemic, institutional barriers, operating through various civil service rules and procedures, particularly non-job related selection and promotion techniques.

(2) Management Directive 714 (EEO-MD-714), Instructions for development, submission and implementation of EEO and AEP Plans required by Section 717 of Title VII of the Civil Rights Act of 1964, as amended, and any such variances herein from the notice, or the U.S. Equal Employment Opportunity Commission's (EEOC) Management Directive 714, have been approved by the Department's Office of Advocacy and Enterprise (OAE).

C. EEO policy. It is the policy of the USDA to prohibit discrimination and to ensure equal employment opportunity for all employees and applicants without regard to race, color, religion, sex, national origin, age or handicapping condition. In furtherance of this policy, it is the responsibility of the agency to assure that the manifest imbalance and conspicuous absence of minorities and women in the agency's work force are addressed through an effective and ongoing program of affirmative employment; and that minorities and women have the opportunity to achieve the best possible utilization of their skills. In addition, every effort will be made to give minorities and women the opportunity to avail themselves of any and all existing programs which lead to initial employment, advancement and the realization of their fullest potential in the agency.

D. Multi-Year Affirmative Employment Program (MYP-AEP) Plan. These instructions are to be used by all RECD offices in the preparation of MYP-AEP. The MYP-AEP will extend through five (5) fiscal years. Completed plans are to be submitted to the EEOC and the Equal Opportunity Staff (EOS) in the National Office, Attention: EEO Coordinator. Each FY, EOS will send a memorandum with a due date for submitting your plan. EOS will provide National Finance Center (NFC) Departmental Notice (DN) 714, which provides the data needed to prepare your plan. The timely submission of your plan will be reviewed during Management Control Reviews (MCRs) and Personnel Management Evaluations (PMEs). MYP-AEP Plans should be in the format of the sample AEP Plan appearing as Attachment No. 1 of this Exhibit. (Revised 00-00-00, SPEICAL PN.)

(1) Requirements for Preparation.

(a) Cover sheet. Cover sheet should be signed by the Agency Head (Administrator) or State Director or the Assistant Administrator, Finance Office.

(b) EEO Policy Statement. Statement should be signed by the Agency Head, or State Director or the Assistant Administrator, Finance Office and include affirmation that:

1. EEO for all employees and applicants for employment, regardless of their race, religion, color, sex, national origin, age or handicap is an integral part of agency policy.

2. EEO policy requires AEP efforts throughout the agency to overcome past employment practices that have operated to restrict opportunities for employment.
3. EEO covers all employment practices including, but not limited to, recruitment, hiring, promotion, transfer, complaint resolution, reassignments, training, benefits and separations.
4. Managers, supervisors, EEO Officers, State Administrative Officers and personnelists share responsibility for successful implementation of the MYP-AEP. Performance appraisals of these employees should include an element based on meeting EEO objectives.

(c) Delegation of Authority . This section of the plan identifies the responsibilities and authorities of MYP-AEP officials.

(d) Organizational Chart . Chart should identify major subordinate organizations (State, District, and County Offices) reporting to the office developing the plan.

(e) Certification of Qualifications of EEO Officials . The certification should be signed by the Agency Head (Administrator), or State Director or Assistant Administrator, Finance Office.

(f) Plan for Prevention of Sexual Harassment . Plan should respond to the following questions:

1. Does the plan outline specific steps to apprise employees of their rights under Title II?
2. Are there proposed guidelines on dissemination of information and time-frames for implementation?
3. Is an accountability system in place?
4. Are there any progressive initiatives outlined to accomplish program objectives?

(g) Statement of Adequate Monitoring/Evaluation System . States and the Finance Office should submit a narrative describing their monitoring and evaluation system. Internal monitoring and evaluation systems should include:

1. Information systems that will provide periodic status reports on work force profile and affirmative employment efforts.
2. Capability to monitor employment trends through review of personnel transactions and other historical data.
3. Integration of barrier analyses; elimination of impediments; innovative staffing techniques and concomitant revisions in selection procedures.
4. Capability to integrate comprehensive management, personnel and budget planning with affirmative employment planning.
5. Capability to review proposed personnel actions which affect categories where objectives have been established.

(h) Program Analysis . The analysis should include a complete assessment of how efforts are directed toward the eight (8) major program elements which are listed below.

1. Organization and Resources
  - a. Are EEO program officials receiving adequate training in EEO, personnel administration and management to effectively resolve problems and issues within their areas of responsibility?
  - b. Are adequate management and fiscal controls established to monitor all resources allocated to EEO program?

c. Do special emphasis program managers devote sufficient time to accomplish program objectives? Do these managers have adequate delegations of authority to promote programs and to accomplish program objectives?

d. Are EEO officials providing technical advice to management officials and the Human Resources office?

e. Have supervisory and management personnel attended formal training including coverage of their EEO responsibilities?

f. Has the recognition system been used to recognize supervisory and managerial personnel for their understanding and support of, and accomplishments in EEO?  
(Revised 09-04-96, PN 265.)

g. Do performance evaluations of supervisory and managerial personnel include specific factors for evaluating their understanding and support of EEO as well as their achievement of EEO objectives?

2. Work Force Analysis

a. Analysis of the work force by PATCO category, grade groupings and major occupations.

b. Comparison of the work force with the previous year's work force.

c. Comparison of the work force with the Civilian Labor Force (CLF). See Exhibit D of this Instruction for examples.

3. Discrimination Complaints

a. Does an analysis of the bases, issues and findings of recent complaints suggest possible problem areas that may need to be explored?

4. Recruitment and Hiring

- a. Do present recruitment sources yield qualified minority and female applicants who meet organizational needs?
- b. Have qualification requirements and procedures for hiring been examined to determine whether barriers to EEO exist?
- c. Do EEO officials provide technical assistance to the Human Resources office and monitor, as well as participate in, recruitment efforts?
- d. Is the selection process reviewed periodically to ensure equal treatment regardless of race, color, religion, sex, national origin or age?
- e. Does management make itself available to community, civic and other groups interested in enhancing EEO?
- f. Does management utilize recruitment initiatives such as the Cooperative Education and/or Student Trainee Programs to find qualified minority and female job applicants?

5. Employee Development Programs

- a. Are systems for tracking information on employee skills and training in operation?
- b. Have studies been conducted on time-in-grade to determine the reasons for any differentials which may exist by minority status and sex.
- c. Have studies been conducted to examine relative upward movement of employees to full performance, professional, supervisory and highest grade levels?

- d. Is career counseling available to all employees.
- e. Are efforts being made to ensure that appropriate training opportunities are available to employees at all grade levels and in all occupational areas, without regard to minority status and sex?

6. Promotions

- a. Are internal selection and promotion qualification requirements and procedures valid and job-related, and include no unnecessary barriers to full utilization of skills and training?
- b. Are efforts being made to ensure that appropriate promotional opportunities are available to employees at all grade levels and in all occupational areas, regardless of minority status and sex?

7. Separations

- a. Are efforts made to ensure that separations are conducted fairly and in a non-discriminatory manner?

8. Program Evaluation

- a. Do EEO Advisory Committees (EEOAC) consult with management officials to ensure that each provides input to EEO program evaluation?
- b. Are findings from NIRs and PMEs being incorporated into the annual AEP plan development process, if appropriate? (Revised 04-30-96, SPECIAL PN.)

9. Problem and Barrier Identification . For each program element, identify problems and barriers for each EEO group.

- a. Select problems and barriers within your control.

b. Select problems and barriers that can be eliminated within a multi-year cycle.

c. Select problems and barriers affecting PATCO categories and major occupations and identify specific actions to eliminate each problem and barrier.

10. Report of Objectives and Action Items. For each program element, prepare a statement of specific and measurable objectives and supporting action items which will solve problems and barriers identified.

a. Assign a responsible official for each objective/action item listed.

b. Assign a target date for completing each objective and action item listed.



Exhibit A, Attachment 1 not automated see Manual.

Annual Affirmative Employment Program Plan  
Accomplishment Report and Update

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Annual Affirmative Employment Program Plan  
Accomplishment Report and Update

A. Purpose and scope . The purpose of this Exhibit is to set forth policy and procedures for affirmative action planning in the agency, and provide guidelines and instructions to field managers (State Directors; Assistant Administrator, Finance Office and other employees with supervisory and/or managerial responsibilities) with regard to affirmative action planning. Implementation of an effective Affirmative Employment Program (AEP) Plan is the responsibility of top management officials and extends to those mid-level managers and supervisors agencywide who are directly involved in hiring, training, promoting and evaluating the performance of FmHA employees.

B. Legal authority .

(1) Executive Order 11748 and Title VII . Requirements for Federal Agency AEPs were first established by Executive Order 11478 in 1969. In the 1972 amendments of Title VII of the Civil Rights Act of 1964 (Section 717, 42 USC 2000-e 16), Congress required agencies to maintain affirmative action programs to ensure enforcement of Federal EEO policy; to apply the same legal standards of prohibited discrimination established for private employers to the Federal Government; and to eliminate discrimination that Congress found existed throughout the Federal employment system. Discrimination was evidenced by (a) serious underrepresentation and exclusion of minorities and women in specific areas, agencies, regions and grade levels; and (b) systemic, institutional barriers, operating through various civil service rules and procedures, particularly non-job related selection and promotion techniques.

(2) Management Directive 714 (EEO-MD-714), Instructions for development, submission and implementation of EEO and AEP Plans required by Section 717 of Title VII of the Civil Rights Act of 1964, as amended, and any such variances herein from the notice, or the U.S. Equal Employment Opportunity Commission's (EEOC) Management Directive 714, have been approved by the Department's Office of Advocacy and Enterprise (OAE).

C. EEO policy. It is the policy of FmHA to prohibit discrimination and to ensure equal employment opportunity for all employees and job applicants without regard to race, color, religion, sex, national origin, age or handicapping condition. In furtherance of this policy, it is the responsibility of the agency to assure that the manifest imbalance and conspicuous absence of minorities and women in the agency's work force are addressed through an effective and ongoing program of affirmative employment; and that minorities and women have the opportunity to achieve the best possible utilization of their skills. In addition, every effort will be made to give minorities and women the opportunity to avail themselves of any and all existing programs which lead to initial employment, advancement and the realization of their fullest potential in the agency.

D. Annual Affirmative Employment Program (AEP) Accomplishment Report and Update. These instructions are to be used by all FmHA offices in the preparation of Annual AEP Plans Accomplishment Report and Update. The AEP Accomplishment Report and Update will extend through one (1) fiscal year. Completed plans are to be submitted to the EEOC and the Equal Opportunity Staff (EOS) in the National Office, Attention: EEO Coordinator. Each FY, EOS will send a memorandum with a due date for submitting your report and update. EOS will provide National Finance Center (NFC) DN 714, which provides the data needed to prepare your report and update. The timely submission of your report and update will be reviewed during Coordinated Assessment Reviews (CARs) and Personnel Management Evaluations (PMEs). AEP Accomplishment Reports should be in the format of the sample AEP Accomplishment Report appearing as Attachment 1 of this Exhibit.

E. Requirements for preparation

(1) Cover sheet. Cover sheet should be signed by the Agency Head (Administrator), or State Director or the Assistant Administrator, Finance Office.

(2) Summary Analysis of Work Force. A narrative work force analysis using the Civilian Labor Force (CLF) should be provided. CLF data and NFC DN 714 will be provided by EOS to State Directors and the Assistant Administrator, Finance Office, for this analysis. Analyze occupational categories, grade groupings and major occupations using EEOC format provided on page 2 of Exhibit B, Attachment 1.

(3) Accomplishment Report on Objectives and Action Items . For each program element, prepare a statement which reflects the progress toward achieving objectives and action items that were identified in Multi-Year AEP Plans.

(4) Noteworthy Activities and Initiatives . Prepare a statement of any noteworthy activities or initiatives implemented during the fiscal year.

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Exhibit B, Attachment 1 not automated see Manual.

Federal Equal Opportunity Recruitment  
Program (FEORP) Plans

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Federal Equal Opportunity Recruitment  
Program (FEORP) Plan

A. Purpose and scope . The purpose of this Exhibit is to set forth policy and procedures for the Federal Equal Opportunity Recruitment Program (FEORP) in the Agency, and provide guidelines and instructions to field managers (State Directors; Assistant Administrator, Finance Office and other employees with supervisory and/or managerial responsibilities) with regard to recruitment plans. Implementation of an effective FEORP Plan is the responsibility of top management officials and extends to those mid-level managers and supervisors agencywide who are directly involved in hiring, training, promoting and evaluating the performance of FmHA employees. The FEORP Plan is a living document. Plan objectives are to be considered by managers when making all employment and management decisions.

B. Legal authority .

(1) The Civil Service Reform Act of 1978, (Title 5 of the United States Code, Section 7201 (b)) . This legislation directed the U.S. Equal Employment Opportunity Commission (EEOC) to develop guidelines for a special recruitment program, designated the FEORP. The statutory authority for program oversight was given to the U.S. Office of Personnel Management (OPM) and requires that agencies conduct affirmative recruitment for those occupations and grades within their work force in which there is a manifest imbalance and conspicuous absence of minorities and women. FEORP plans should result in more representative applicant pools from which to select employees. The Act, EEOC and OPM guidelines do not include coverage of handicapped and older persons. The Act, EEOC and OPM guidelines do include white females, black males and females, Hispanic males and females, Asian males and females and American Indian males and females.



(2) Title 5 of the Code of Federal Regulations, Part 720 . The regulation requires that each Federal Agency have an up-to-date FEORP Plan covering recruitment for positions at various organizational levels and geographic locations within the Agency. Such plans must be available for review in appropriate offices of the Agency and must be submitted to OPM on request. In accordance with agreement reached between OPM and the EEOC, such plans must be incorporated in the Agency's equal employment opportunity (EEO) plans required under Section 717 of the Civil Rights Act of 1964, as amended, pursuant to regulations and instructions of the Commission, provided they are separable parts of those plans for purposes of review by OPM. Agency organizational and geographical components which are required to develop and submit EEO plans must also have up-to-date special recruitment program plans. Annual plans must identify whether EEO groups in a specific occupational category or grade level in the work force is below its representation in the appropriate Civilian Labor Force (CLF). This is called manifest imbalance. At the same time plans also must identify whether the representation of EEO groups in a specific occupational category or grade level is nearly or totally non-existent in the work force, a situation called conspicuous absence. Finally annual plans must include specific methods to measure progress toward eliminating manifest imbalance and conspicuous absence.

C. EEO policy. It is the policy of the FmHA to prohibit discrimination and to ensure equal employment opportunity for all employees and applicants without regard to race, color, religion, sex, national origin, age or handicapping condition. In furtherance of this policy, it is the responsibility of the Agency to assure that the manifest imbalance and conspicuous absence of minorities and women in the Agency's work force is addressed through an effective and ongoing recruitment effort; and that minorities and women have the opportunity to achieve the best possible utilization of their skills. In addition, every effort will be made to give minorities and women the opportunity to avail themselves of any and all existing programs which lead to initial employment, advancement and the realization of their fullest potential in the Agency.

D. Essentials of FEORP Plan . Under the Civil Service Reform Act of 1978 (CSRA), OPM has responsibility for implementing the FEORP. FEORP is aimed at eliminating manifest imbalance and conspicuous absence of minorities and women in Federal agencies through the application of internal and external recruitment strategies which include activities normally identified with training, employee development, job redesign, staffing and other personnel management functions and actions.

The concept of FEORP rests on the belief that Federal agencies have not in the past targeted their recruitment of minorities and women based on their availability in the CLF in similar occupational categories. Agencies are now required to conduct affirmative recruitment for those occupations and grade levels within their work force in which there is manifest imbalance and conspicuous absence of minorities and women. The implementation of FEORP plans should, therefore, result in more representative applicant pools from which to select employees. In this respect, the objective of the Federal Government is to attain a Federal work force reflective of the Nation's diversity. The minority groups whose employment levels must be catalogued include white women, black men, black women, Hispanic men, Hispanic women, Asian or Pacific Islander men, Asian or Pacific Islander women, American Indian or Alaskan Native men and American Indian or Alaskan Native women when there is manifest imbalance or conspicuous absence.

E. FEORP plan . These instructions are to be used by all FmHA Offices in the preparation of FEORP Plans. The FEORP Plan will extend through one (1) fiscal year. completed plans are to be submitted to the Equal Opportunity Staff (EOS) in the National Office, Attention: EEO Coordinator. Each FY, EOS will send a memorandum with a due date for submitting your plan. EOS will provide NFC DN 714, which provides the data needed to prepare your plan. The timely submission of your plan will be reviewed during CARs and PMEs. FEORP Plans should be in the format of the sample FEORP Plan appearing as Attachment 1 of this Exhibit.

(1) Requirements for FEORP Plan Preparation .

(a) Cover sheet . Cover sheet should be signed by the Agency Head (Administrator) or each State Director or the Assistant.

(b) Vacancy projection for most populous series . For each occupational series where numerical objectives have been established in the AEP, identify the number of anticipated vacancies resulting from promotions, retirements, reassignments, separations and other actions. NFC's Quarterly Report of Gains and Losses can assist you in estimating upcoming vacancies. You can also use CULPRIT reports to help identify persons eligible for retirement in the upcoming fiscal year.

(c) Recruitment sources and techniques . Identify the targeted occupational series and PATCO category, as well as the race/national origin and sex of each EEO group targeted for recruitment. A new form must be used for each targeted group. Use Column (1) to indicate at which level (entry, mid or senior) of manifest imbalance or conspicuous absence corrective action will be taken. Use Column (2) to indicate the grade level at which you plan to fill the position. Use Column (3) to indicate the Action Item(s) to resolve manifest imbalance or conspicuous absence for the EEO group in question. Specify whether the action item(s) is (are) external or internal. Use Column (4) to indicate how the action item(s) mentioned in Column (3) will be accomplished. Be specific concerning the number of positions and the position title, as well as how often the action will be taken. Use Column (5) to identify the person(s) responsible for accomplishing the action item(s). Use Column (6) to identify the starting date of the action item(s). Use Column (7) to identify the projected completion date of the action item(s).

(d) Action items . Action(s) in Column 3 should be specific and should not be limited to action(s) taken by the personnelist, but should also include management actions, such as job redesign to use the Career Enhancement Program, or Special Emphasis Program Managers' action(s), such as contacts with local minority organizations to inform them of FmHA opportunities or specific job vacancies.

F. Semi-Annual FEORP Plan Accomplishment Reports. These instructions are to be used by all FmHA offices in the preparation of Semi-Annual FEORP Plan Accomplishment Reports. These reports will extend through one (1) fiscal year. Completed reports are to be submitted to the EOS in the National Office, Attention: EEO Coordinator, by March 1 and September 1 of each fiscal year.

(1) Requirements for Semi-Annual FEORP Plan Accomplishment Reports.

(a) Use Column (8) of your FEORP Plan as your Semi-Annual FEORP Plan Accomplishment Report.

(b) For each action item on the Recruitment Sources and Techniques form of the FEORP Plan, indicate in Column (8) what action has been taken. The statement(s) should address the specific item(s) in Columns (3) and (4).

(c) At the end of each fiscal year, State and Finance Office Semi-Annual FEORP Plan Accomplishment Reports are summarized by EOS to depict agencywide accomplishments.

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Exhibit C, Attachment 1 not automated see Manual.

Calculating Underrepresentation and Setting Numerical Objectives

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### Calculating Underrepresentation and Setting Numerical Objectives

A. The setting of numerical objectives (goals) is an essential part of affirmative employment planning. Goals are established in Multi-Year Affirmative Employment Program (AEP) Plans and continue in AEP Accomplishment Reports until there is no manifest imbalance and conspicuous absence of EEO groups.

B. Calculating Underrepresentation . To determine the degree of representation of Equal Employment Opportunity (EEO) groups, divide the percent representation of the minority group or women in the work force in a PATCO category/occupational series/grade level by the percent representation of the same minority group or women in the Civilian Labor Force (CLF) in the PATCO category and multiply by 100. The result is the U.I. or underrepresentation index.

If the U.I. is 0 to 10, there is a conspicuous absence or severe underrepresentation of the minority group or women. If the U.I. is 11 to 99, there is a manifest imbalance of the minority group or women. A U.I. of 100 is parity in the work force.

Example: Black females in professional occupations in Tennessee

Total number of employees in the professional work force in Tennessee (from NFC DN 714)

121

Total number of black females in professional work force in Tennessee (from NFC DN 714)

0

Percent black females in professional work force in Tennessee (from NFC DN 714)

0.0

Percent black females in the professional CLF (from 1980 Census Data Report of Tennessee)

4.6

$$\frac{0.0}{4.6} = 0 \times 100 = \text{U.I. of } 0$$

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There is a conspicuous absence of black females in professional occupations in Tennessee.

To reach parity for underrepresented EEO groups, numerical objectives must be established.

C. Setting Numerical Objectives . To determine how many of an EEO group is needed for parity, take the total number in the PATCO category/occupational series/grade level and multiply that number by the CLF percent of the EEO group in question. Then subtract the number of the current onboard strength total of the EEO group in question. The result is the number needed for parity. The number needed for parity does not have to be the numerical objective you set for any particular year of the AEP or FEORP planning purpose, but should be your numerical objective for the multi-year period covered by the AEP plan.

Example: Black females

Total number of employees in the professional work force in  
Tennessee

121

Percent black females in professional CLF

$$121 \times \frac{4.6}{100} = 5.5$$

Onboard strength of black females

0

$$5.5 - 0 = \text{Numerical goal of } 5$$

NOTE: The CLF data on NFC DN 714 is nationwide, but States and the Finance Office should use State CLF data in determining manifest imbalance and conspicuous absence, and for setting numerical objectives.

Additional Example : Asian males in professional occupations in California

Total number of employees in professional work force in  
California (from NFC DN 714)

74

Total number of Asian males in professional work force in  
California (from NFC DN 714)

2

Asian males in professional work force in California

2.7

Percent of Asian males in professional CLF (from 1980 Census  
Data Report of California)

5.9

$$\frac{2.7}{5.9} = 0.45 \times 100 = \text{U.I. of 45}$$

There is a manifest imbalance of Asian males in professional occupations in  
California.

Example: Asian males

Total number of employees in the professional work force in  
California

74

Persian Asian males in professional CFL

$$74 \times \frac{5.9}{5.9} = 4.3$$

Onboard strength of Asian Males

$$4 - 2 = 2 \text{ numerical goal of 2}$$

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